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Administrative Services Branch Organizational Annex

Tab 4

25X1A 1. Basic Function: To coordinate, supervise, and plan administrative services activities of FE/ [REDACTED] Washington Headquarters.

25X1A 2. Background of Present Organization: The Administrative Services Branch was organized in February, 1952, and assumed certain duties which, up to that time, had been handled by various other FE/ [REDACTED] Branches on the following basis:

a. The Office of Operations, Logistics Branch, was required to supply on a temporary basis certain operational equipment to FE/ [REDACTED] 25X1A personnel under orders for TDY overseas. Under normal conditions, it required approximately three weeks to obtain such equipment from Agency stocks. Since these TDY trips were frequently made on a comparatively-short notice, the Office of Operations began to maintain a small number of the items commonly requested in its office safes. As the volume of such requests increased, the Logistics Branch of FE/ [REDACTED] 25X1A requested that the Office of Procurement and Supply, CIA, take over this function and maintain a supply room for all area divisions for such purposes. An arrangement could not be effected on the matter; therefore, when the Administrative Services Branch was created, the function of operating a supply room for FE/ [REDACTED] 25X1A Washington Headquarters, was transferred to it.

25X1A b. The Personnel Branch originally handled physical internal security measures and housekeeping functions for FE/ [REDACTED] These functions were also diverted to the Administrative Services Branch when it was organized.

c. Other

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c. Other miscellaneous functions handled on an ad hoc basis by all elements of FE, such as map requirements, were centralized under the Administrative Services Branch.

3. Statistical Concept of Workload:

a. Limitations: Statistics do not, and can not, convey more than the end product of a long prior process of planning, coordination, and liaison. Therefore, while not by any means completely indicative of the magnitude of any specific activity, the most reliable concept of the workload which has been required of the Administrative Services Branch is offered by the statistical resumes set forth below.

b. Supply: The Administrative Services Branch is responsible for operation of a supply room for issuance of operational equipment to FE, personnel on a temporary basis as well as for receipt and issuance of all local supply deliveries to FE, Washington Headquarters. An average of 65 requests for supplies is processed each month.

c. Services: The Administrative Services Branch is responsible for internal administration of housekeeping functions, coordination of service requirements, and other related activities pertaining to housekeeping services. An average of 500 requests for services is processed each month.

4. Organization:

a. Current: No Table of Organization has been approved for the Administrative Services Branch. In reality, 1 person is currently being utilized in the Administrative Services Branch.

b. Proposed: The proposed Table of Organization contemplates 3 slots for the Administrative Services Branch.

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